



WASHOE COUNTY

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CM/ACM KS
Finance LC
DA JG
Risk Mgt DE
HR N/A
Other N/A

STAFF REPORT

BOARD MEETING DATE: September 22, 2015

DATE: September 2, 2015
TO: Board of County Commissioners
FROM: Robert Smith, Animal Services Manager
Phone: 353-8945 email: rasmith@washoecounty.us
THROUGH: Shyanne Schull, Animal Services Director
SUBJECT: Approve the renewal of the Veterinary Clinical Affiliation Agreement between Truckee Meadows Community College and the County of Washoe on behalf of Regional Animal Services for the placement of veterinary technician students at the Regional Animal Services veterinary facility. (All Commission Districts.)

SUMMARY

For the last three years, the Truckee Meadows Community College Veterinary Technician Program has held an affiliation agreement with Washoe County Regional Animal Services for the mutual benefit of both parties. Veterinary technician students, after satisfactorily completing the prerequisite portion of the curriculum, will attend hands on interactive lab settings with live animals in the Regional Animal Services facility.

County Priority/Goals: Be responsive and proactive to pending economic impacts.

PREVIOUS ACTION

On September 11, 2012 the BCC approved the Veterinary Clinical Affiliation Agreement between Truckee Meadows Community College and the County of Washoe on behalf of Regional Animal Services for the placement of veterinary technician students at the Regional Animal Services veterinary facility.

BACKGROUND

Truckee Meadows Community College, Veterinary Technician Program is a two year program with the goal of training students to become licensed veterinary technicians. Students are required to complete seventy-three credits for an Associate of Applied Science degree in Veterinary Technology. There are various classes in the first and second year of the curriculum where students attend hands on interactive lab settings with live animals. The Regional Animal

AGENDA ITEM # 5D1

Services facility provides a unique opportunity for the veterinary technician students in that students will see animals that do not receive routine veterinary care. This presents an opportunity for the students to encounter diseases that are not seen routinely in veterinary practices. In addition, the shelter provides an opportunity for the students to see multiple species including mice, rats, hamsters, guinea pigs, rabbits, reptiles, birds, horses, goats, etc.

Regional Animal Services benefits from the program. With the assistance of the teachers and the students the number of animals that receive care is increased. This allows the facility to meet the continuing increased demand for services.

FISCAL IMPACT

There is no fiscal impact to Washoe County. Student fees cover the costs of supplies and equipment that supplements what the County normally provides for the animals.

RECOMMENDATION

It is recommended that the Board of County Commissioners approve the renewal of the Veterinary Clinical Affiliation Agreement between Truckee Meadows Community College and the County of Washoe on behalf of Regional Animal Services for the placement of veterinary technician students at the Regional Animal Services veterinary facility.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be:

Approve the renewal of the Veterinary Clinical Affiliation Agreement between Truckee Meadows Community College and the County of Washoe on behalf of Regional Animal Services for the placement of veterinary technician students at the Regional Animal Services veterinary facility.

Board of Regents of the Nevada System of Higher Education

VETERINARY CLINICAL AFFILIATION AGREEMENT

Clinical Education Affiliation Agreement for Placement of Students at Veterinary Center ("Agreement")

The Board of Regents of the Nevada System of Higher Education on behalf of Truckee Meadows Community College, Department of Veterinary Technology ("School") 7000 Dandini Blvd. SIER 202D, Reno, NV 89512 and County of Washoe on behalf of Washoe County Regional Animal Services ("Center").

WITNESSETH:

WHEREAS, the School is conducting an education program and desires to obtain clinical experiences for its students enrolled in the Veterinary Technology Program.

WHEREAS, the Center has facilities and is willing to provide clinical affiliation and internship experience at the Center for students enrolled in the School; and

WHEREAS, the School and the Center have the following common objectives: (1) provide clinical experience in terms of patient care and related instruction for the students of the School; (2) improve the overall educational program of the School by providing students with opportunities for learning experiences that will result in advanced levels of performance; (3) increase expertise and contacts between academic programs and clinical facilities; and (4) establish and operate a clinical education program.

NOW, THEREFORE, in consideration of the forgoing and the mutual covenants and representations contained herein, the parties agree as follows:

1. General Information

A. Students and instructors from the Veterinary Technician Program may be on the premises of the Center for classes taught by full time or part time instructors employed by the School. Students from the program may also be on the premises of the Center without an instructor so long as the student is accompanied by a Center employee and the purpose of the student's presence is to shadow the on-site veterinary technician in conjunction with the class known as VETI 267, Directed Clinical Practice. The term 'Clinical Education Program' as used in this agreement refers to any of these situations.

B. The period of time for each student's clinical education will be mutually agreed upon before the beginning of the semester and the School shall coordinate in advance with the Center.

C. The Center will not teach the students, verify student attendance, certify the students nor supervise their work in any manner. The Center employees may be shadowed by the students as pre-arranged, but the Center is not expected to provide supervision, instruction, or verification of certification. The School alone is responsible for all such matters.

2. Responsibilities of the School

- A. The School will assign to the Center only those students who have satisfactorily completed the prerequisite curriculum.
- B. The School will designate an academic faculty member to coordinate the activities and goals for the students with a designee of the Center.
- C. The School may designate other academic faculty members who shall be responsible for the supervision and coordination of other clinical learning experiences at the Center as coordinated with the Center. If an instructor is planning on holding a lab at the Center, the time and details will be arranged in advance so both parties agree.
- D. The School shall provide all appropriate insurance coverage for its instructors and the students, including professional liability insurance coverage. The limits of the professional liability will be \$1,000,000 and \$3,000,000, respectively, covering the students and the School.
- E. The School will establish the method of evaluating the quality of student performance in clinical learning experiences at the Center.
- F. The School will be responsible for assigning School grades for the clinical performance of each student based on their quality of performance.
- G. The School will instruct the students on how to represent themselves at the Center. Said responsibilities are outlined in the class Syllabus signed by the student. Attachment A
- H. The School will instruct students on the issues pertaining to practice management including the confidential nature of all patient records per veterinary standard protocol.
- I. Where applicable, the School shall abide by established standards of the American Veterinary Medical Association-Committee for Veterinary Technician Education and Activities (AVMA-CVTEA) and other applicable federal and state laws and regulations.

3. Responsibility of the Center

- A. The Center will abide by the laws and regulations of the Nevada Veterinary Medical Board of Examiners.
- B. The Center, will cooperate with the School's Veterinary Instructors by providing opportunities for a program of clinical experience, as well as by providing access to the Center's surgery area, surgical instruments and equipment, laboratory equipment and some drugs used in surgery, as long as School related surgery events at the Center are supervised by a School instructor.
- C. The Center shall, upon a reasonable request, permit veterinary technician students enrolled in the School program to visit the clinical facilities, services available for clinical experiences, and other such items pertaining to the Clinical Education Program by the School or agencies charged with the

responsibilities for accreditation of the program.

D. The Center will allow the students to shadow the Center's licensed veterinary technicians ("LVT") so the students can observe the duties of a LVT in this type of facility.

E. The Center reserves the right to deny access to, or to remove from the Center, anyone associated with the School in the event that person's conduct or personal characteristics, including without limitation health status, seriously interfere with the Center's purpose or daily functioning or the desirable relationships between the parties.

F. If a student is injured at the Center; the Center will report the injury to the Veterinary Technician Program Coordinator as soon as possible at (775)-850-4007. The parties shall promptly exchange incident reports.

G. The Center shall provide the School with proof of insurance as described below. The School's insurance policies shall cover any action arising out of or associated with this Agreement and any injury to School instructors or students while at the Center. If at any time during this Agreement, an insurer or surety fails to comply with the requirements of this Agreement, then this agreement shall be automatically suspended or terminated until insurance coverage is provided.

- i. Center shall provide proof of workers' compensation insurance as required by NRS 616B.627. This insurance shall not provide for coverage for the student(s) placed under this agreement unless otherwise required by law.
- ii. Commercial General Liability Insurance shall be provided by the Center in the following amounts:
 - a. Minimum limits required:
\$1,000,000 General Aggregate

\$1,000,000 Products & Completed Operations Aggregate
\$1,000,000 Personal and Advertising Injury \$1,000,000 Each Occurrence
 - b. Coverage shall be on an occurrence basis and shall be at least as broad as ISO 2001 form CG 00 0110 01 and shall cover liability arising from premises, operations, independent contractors, completed operations, personal injury, products, and liability assumed under contract.
- iii. Business Automobile Liability Insurance shall be provided by Center in the following amounts (only required if the Center treats large animals):
 - a. Minimum limit required: \$5,000,000 combined single limit per occurrence for bodily injury and property damage.
 - b. Coverage shall include owned, non-owned, and hired vehicles.
 - c. Coverage shall be written on ISO form CA 00 0110 01 or a substitute providing equal or broader liability coverage.

- iv. Professional Liability/Errors & Omissions Insurance shall be maintained in the following amounts.
 - a. Minimum limit required: \$1,000,000 per Claim.
 - b. Minimum limit required: \$3,000,000 Annual Aggregate.
 - c. Discovery period: Three (3) years after termination of Agreement.
 - d. A certified copy of this policy is required.
 - e. The insurance of this subparagraph shall not insure for the errors and omissions of the student(s) placed under this agreement unless otherwise required by the Center.
- v. Umbrella or Excess Liability Insurance may be used to achieve the above minimum liability limits and shall be endorsed to state it is "As Broad as Primary Policies."
- vi. General Requirements:
 - a. Approved Insurer: Each insurance policy shall be insured by insurance companies authorized to do business in the State of Nevada or eligible surplus lines insurers acceptable to the State and having agents in Nevada upon whom service of process may be made, and currently rated by AM. Best as "A- IX" or better.
 - b. Evidence of insurance prior to the start of any placements
 - I. Certificate of insurance: The Accord 25 Certification of Insurance form or a form substantially similar must be submitted to School to evidence the insurance policies and coverages required of Facility.
 - II. Policy Cancellation Endorsement: Except for ten (10) days notice for non-payment of premium, each insurance policy shall be endorsed to specify that without sixty (60) days prior written notice to School the policy shall not be cancelled, non-renewed, or coverage and/or limits reduced or materially altered and shall provide that notices required by this paragraph shall be sent by certified mail to the address specified herein. A copy of this signed endorsement must be attached to the Certificate of Insurance.
- vii. Center may satisfy any and all of the above insurance requirements with a formal program of self-insurance.

4. Responsibility of the Student

- A. The student is responsible for having, in force, the appropriate health insurance and completing the prerequisite health requirements established by the School and Center.
- B. Students are to be appropriately attired and prepared. This includes wearing freshly laundered scrubs that the student has purchased for participation in the Veterinary Technician Program.
- C. The student is responsible for reporting to the Center on time and following all established regulations during the regularly scheduled operating hours of the Center.
- D. The student will not submit for publication any material relating to the clinical education experience

without prior written approval of the Center and the School.

E. The student will be responsible for maintaining and protecting the confidentiality of all patient records.

5. Miscellaneous

A. Students shall at all times be subject to the Center's policies and regulations concerning the Center's operating, and administrative and procedural functions.

B. The School and the Center mutually agree not to discriminate on the basis of race, color, creed, age, national origin, sex, sexual orientation or disability.

6. Indemnification

A. To the extent limited in accordance with NRS 41.0305 to NRS 41.039, inclusive, the Board of Regents of the Nevada System of Higher Education on behalf of Truckee Meadows Community College shall indemnify, defend, and hold harmless the Center from and against any and all liabilities, claims, losses, lawsuit, judgments and/or expenses, including attorney fees, arising either directly or indirectly from any act or failure to act by the Board of Regents of the Nevada System of Higher Education on behalf of Truckee Meadows Community College or any of its officers, employees and students, which may occur during or which may arise out of the performance of this Agreement. The Board of Regents of the Nevada System of Higher Education on behalf of Truckee Meadows Community College will assert the defense

of sovereign immunity as appropriate in all cases, including malpractice and indemnity actions. The Board of Regents of the Nevada System of Higher Education on behalf of Truckee Meadows Community College's indemnity obligation for actions sounding in tort is limited in accordance with NRS 41.035 to 100,000.00 per claimant.

B. To the extent limited in accordance with NRS 41.0305 to NRS 41.039, inclusive, the Center shall indemnify, defend, and hold harmless, TMCC, its officers, employees, and agents from and against any and all liabilities, claims, losses, costs, or expenses to the person or property of another, lawsuits, judgments, and/or expenses, including attorney fees, arising either directly or indirectly from any act or failure to act by the Center, or any of its officers or employees which may occur during or which may arise out of the performance of this Agreement.

7. Modification

Amendments to this Agreement may be made only upon mutual consent in writing. No Amendments or modification will have effect unless and until the modification is executed by the parties hereto with the same formalities as the original Agreement.

8. Termination

This Agreement may be terminated by either the School or by the Center for its convenience, upon thirty (30) days written notice.

9. Terms of Agreement

This agreement is for a period of two (2) years starting on the date the Agreement is fully executed. This agreement shall be interpreted by the laws of the state of Nevada. The venue for any disputes under this agreement shall be in Washoe County, Nevada.

10. Notice

Any notice to either party hereunder must be in writing signed by the party giving it and shall be deemed given when mailed postage prepaid by U.S. Postal Service first class, certified or express mail, or other overnight mail service, or hand delivered, when addressed as follows:

To School: Truckee Meadows Community College

Copy to: Truckee Meadows Community College
Finance and Administrative Services
7000 Dandini Blvd., Sierra 202-L
Reno, NV 89512

To Center: Director
Washoe County Regional Animal Services
2825 Longley Lane, Suite A
Reno, NV 89502

or to such other addressee as may be hereafter designated by written notice.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

**Board of Regents of the Nevada System
of Higher Education on behalf of
Truckee Meadows Community College**

**Washoe County on behalf of
Regional Animal Services**

By:

By:

Dr. Maria Sheehan, President

Marsha Berkgigler, Chair
Washoe County Commission

Date

Date

TMCC is an EEO/AA (equal opportunity/affirmative action) institution and does not discriminate on the basis of sex, age, race, color, religion disability, national origin or sexual orientation in the programs or activities which it operates.

CERTIFICATE OF INSURANCE

06/22/15

PRODUCER
Affinity Insurance Services, Inc.
 200 E. Randolph Street, 4th Floor
 Chicago, IL 60601

INSURED
The Board of Regents of the Nevada System of Higher Education
 2601 Enterprise Rd.
 Reno, NV 89512-1666

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE	
COMPANY	A American Casualty Company of Reading, PA
COMPANY	B
COMPANY	C
COMPANY	D

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> OWNER'S CONT. PROT.				GENERAL AGGREGATE	\$
					PRODUCTS-COMP/OP AGG.	\$
					PERSONAL & ADV. INJURY	\$
					EACH OCCURRENCE	\$
					FIRE DAMAGE (Any one fire)	\$
					MED EXP. (Any one person)	\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT	\$
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE	\$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
					OTHER THAN AUTO ONLY	
					EACH ACCIDENT	\$
					AGGREGATE	\$
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE	\$
					AGGREGATE	\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY THE PROPRIETOR/PARTNERS/ EXECUTIVE/OFFICERS ARE: <input type="checkbox"/> INCL <input type="checkbox"/> EXCL				STATUTORY LIMITS	
					EACH ACCIDENT	\$
					DISEASE - POLICY LIMIT	\$
					DISEASE - EACH EMPLOYEE	\$
A	OTHER Professional Liability	0127284334	07/01/15	07/01/16	\$ 1,000,000 each claim \$ 3,000,000 aggregate	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS
 Students, faculty/advisors and the school are covered under this policy.

CANCELLATION

CERTIFICATE HOLDER

Evidence of Insurance

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 60 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE Eul Mendoza

VETT 266 Directed Clinical Practice TMCC, Veterinary Technician Program

Instructor: Michele Noreen, DVM
Office: Redfield 101B
Phone: 775-850-4007
Cell for emergency: 775-335-9912
E-mail: mnoreen@tmcc.edu

Schedule for Directed Clinical Practice for Fall 2015:

Each Thursday you will be attending a different veterinary practice/facility in the area. Attendance at the Animal Emergency Center requires Saturday and Sunday hours (depending on the schedule). Please see the specific schedule of where you are expected to be on Thursdays and weekends this semester (this document has been e-mailed to you and is also available as a separate document on Canvas). The scheduled time at each site is 5.5 hours except for the Animal Emergency Center (Saturday student hours are 4:00 to 10:00 pm and Sunday student hours are 12:00 to 6:00 pm). Please see below for the arrival time for each location. You will start *before* 9 am at a few of the sites due to their procedural flow. You must accommodate their time schedule to get the most out of the experience. Plan on spending 5.5 hours from the start time. When something interesting is happening, try to stay longer if you can.

Below is a list of the facilities you will be visiting including facility addresses and contact info. If you are not sure of the specific location of a site, use the address to search on a GPS or Mapquest. Check out the hospital's website before you go to get an idea of who they are and what they do.

Advanced Pet Care, 2001 Prater Way, Sparks 89431, phone = 321-5300. You will be shadowing LVTs Tina or Annie. Thursday is a surgery day so please arrive at **7:30**. A second location for this hospital is now open however you will be attending the original location. (<http://www.apcnv.com/>)

Banfield Pet Hospital, 255 Los Altos Pkwy, Sparks, NV 89436 (near Pyramid Way and Los Altos Pkwy in the Petsmart), phone = (775) 354-1913. You will be working with Dr. Jillian Austin. Banfield is a corporately owned practice with over 900 locations. Thursday is surgery day so please arrive at 7:30. Petsmart will not be open at 7:30 so upon approaching the building there will be a bell that you will need to ring on the left hand side of the building. A Petsmart associate will open the door for you. Banfield is located at the very back of the building beside grooming. (<http://www.banfield.com/our-hospitals/hospital-locations/location-pages/sks>)

Baring Blvd Veterinary Hospital, 700 Baring Boulevard, Sparks 89434, phone = 358-6880. You will most likely be shadowing Christina Johnson, LVT. This is a busy multiple doctor practice. Please arrive **no later than 8:30** for morning rounds. (<http://www.baringvet.net/>)

Comstock Large Animal Hospital, 90 West Laramie Drive, Reno 89521, phone = 849-0120. You will be shadowing Wendy (LVT) when possible or you will be working with one of the doctors. The hospital manager is Jamie Frayne, LVT. Please arrive at the hospital for an **8:00** start time.
(<http://www.comstockequine.com/index.php>)

Eye Care for Animals, 9720 S. Virginia St, #D, Reno 89511, phone = 852-1155. From the light off South Virginia, the WinCo is to the right, the office complex is to the left. Eye Care's location is the last office down on the left. You will work with Linda or Amber and Dr. Kirsten Steele who is a veterinarian specializing in ophthalmology. Please arrive at **9:00**.
(<http://www.eyecareforanimals.com/locations/nevada/reno.html>)

Kings Row Pet Hospital, 3653 Kings Row, Reno 89503, phone = 747-1211. Loni Ditsworth is the Practice Manager. You will shadow one of the LVTs, most likely Alison. The goal is to see avian patients when possible with Dr. Mark Ditsworth. (<http://www.krphvets.com/>) Please arrive at **9:00**.

Nevada Department of Agriculture, Veterinary Division, 405 South 21st Street, Sparks 89431, phone = 353-3718. Go north on 21st Street from intersection on Glendale, see building complex on left, turn in where see wall with sign, turn right into parking lot but then drive around to the front of the complex and go all the way to the end (see 'veterinary services' over entrance). Kathy is up front to greet you. You'll interact with various people including Dr. Anette Rink and Dr. Keith Forbes. **9:00** arrival.
(http://agri.nv.gov/Index_Animal2.htm)

Sierra Veterinary Specialists, 932 Ryland Street, Reno 89502, phone = 358-8555. Stephanie is the Hospital Director and Shannon is the head surgery LVT. Julie is their LVT, VTS in Dentistry. (<http://www.sierravetspecialists.com/userpages/index.aspx>). There are two rotations for this hospital – one student will spend time in surgery and the other student will spend time in dentistry or physical therapy depending on the schedule for the day. Julie works with Dr. John Koehm who is a veterinarian specializing in dentistry. One of the physical therapy LVTs is Laura (she is a program grad). Please arrive at the hospital at **9:00**.

Southwest Veterinary Hospital, 960 W Moana Lane, #102 (in the shopping center on the southeast corner at Lakeside and Moana), Reno 89509, phone = 825-7984. This is a four doctor practice with a few LVT grads. The goal is for you to shadow dental procedures while here. You will work with Dr. Rasmusson and Nicole Ferris, LVT primarily. Please arrive at **7:45**. (<http://www.swvhreno.com/>)

Washoe County Regional Animal Services, 2825 Longley Lane, Reno (everyone knows how to get here – same procedure as with lab), intake phone = 353-8909 (this is not a public number). You will spend your time helping Ingrid in intake (Ingrid Oravetz, LVT). Please arrive at the intake room at **8:30**.

Animal Emergency Center, 6425 South Virginia Street, Reno 89511, phone = 851-3600. Dr. Wilson is the Hospital Administrator, and there are various LVT for you to shadow depending on the shift. Quite a few of the LVTs are graduates of the TMCC vet tech program. Follow the times on the DCP schedule.
(<http://www.aecreno.com/index.html>)

Expectations of the Student for VETT 266:

1. Students are to observe and/or participate at the above named facility in a professional manner – **please be advised**, you may not get much hands on practice at some facilities for various reasons – make the most of the experience however by observing and asking questions.
2. Students are responsible for maintaining and protecting the confidentiality of all patient medical records.
3. Students are to be appropriately attired, timely, and prepared – this includes wearing freshly laundered scrubs. A professional appearance includes appropriate undergarments, close toed shoes, and no visible piercing other than ears (stud earrings only). If you have any other piercings, they must be removed prior to your visit for your safety. Long hair must be secured and pulled away from your face. Elaborate tattoos must be covered. When you are visiting the large animal hospital (Comstock), it is appropriate to wear a scrub top, clean blue jeans, and closed toed shoes or boots. In the event you are asked to participate in surgery, please have scrub bottoms in your car. It is always good to have a back up pair of scrubs in your car – just in case.
4. You should bring the following supplies to each site – black pen, Sharpie, stethoscope, radiology badge (obtained from the program at start of the semester, returned at the end of the semester), name badge (TMCC ID), time sheet, note pad, and your skills log.
5. Students of the Veterinary Technician Program are required to have their own personal health insurance to cover any injury – students without personal health coverage will be refused participation at a facility. The sites do not provide insurance of any kind for students.
6. Students are directed to seek assistance from a supervisor with any situation they encounter where their safety is in question. In the case of an accident or incident, take appropriate actions to take care of yourself, and please let your instructor for this class know as soon as possible.
7. Remember you are representing the Veterinary Technician Program while at the facilities. Be professional and engaged. The practices are generously allowing students to come; they want to contribute to your education. Please remember that it is a privilege to be at these facilities. What you gain from your experience depends on what you put into it!
8. Take notes on cases when you can – use information to supplement what you are learning this semester in pharmacology, anesthesiology, etc. If the hospital is slow, look around at the pharmacy or surgery, watch the receptionists interact with clients, help with treatments, etc. DO NOT spend down time on your phone or doing personal work. Again, make the most of these experiences!
8. Hospital sites can sign off on your Student Skills List. Please bring your skills notebook with you to the sites. Again, you will not get hands on experience at every site. What you get to do is based on what the site can allow you to do, but also what you feel comfortable with and show initiative for.
9. You are responsible for having a site supervisor, LVT, or DVM fill in and sign your time sheet. (see below)
9. Each student is responsible to complete the assignments as listed below (see Canvas site also).

Assignments:

Journal: Each week that you are at a site, you are to complete a journal entry. There will be a drop box on the class's WebCollege (Canvas) site for submission of each completed Word document. The journal entry will be due by the following Thursday of your visit. This includes weekend visits to the AEC. The drop box/folder will be clearly marked. Please make sure to submit your journal on time. Each journal entry will be worth 20 points. You do **not** need to submit a journal entry for a site that is a repeat visit – with the exception of AEC – submit two journal entries (if you have a third visit to AEC, you do not need to write a journal entry).

1. Your journal entries should be typed in a MS Word document and labeled appropriately
2. Type your name and the date of submission on the first line
3. Type your site visit location and the date of your visit on the second line
4. Enter your supervising veterinarian or LVT on the third line
5. An approximately one to two page summary of your visit should include:
What did you observe? List as much information about cases to tie in material that you have already covered in the program. (keep a small notebook so you remember the signalment for patients, etc.)
What did you do? Discuss patient, client, and staff interactions.
How did you benefit from this visit?

Submit the journal entry into the appropriate drop box on Canvas (they are dated).

Article Reviews: There will be articles posted to Canvas with questions to be answered about the article. You have the entire semester to complete the article reviews. Each article review will be worth 10 points.

Points for this class:

Journal Entries: 20 points each (13 separate journal entries) – 260 points

Article review/questions: 10 points each – approx. 100 points

Feedback from the site on your professionalism and initiative: approx. 195 points

Total points (approx.) - 550

Grading System:

A = 93-100%	A- = 90-92	B+ = 87-89	B = 83-86%
B- = 80-82	C+ = 77-79	C = 75-76%	C- = 70-74
D+ = 67-69	D = 63-66%	D- = 60-62	F <60

The policies of the TMCC Student Handbook and the Veterinary Technician Handbook are to be followed. You can also refer to the syllabi from any of your other classes this semester.

You must complete all visits to pass this class. You must visit each site on the list (two visits to AEC). Failure to complete any of the site visits can result in failure of this class. In the event of an emergency absence, please contact the site via phone to let them know you will not be there. You must also let your instructor know of your absence via e-mail or phone call. Time at the facility must be made up. Attendance must also be made up in cases of inclement weather.

The student is required to keep track of all hours and have them recorded on the time sheet. A supervisor must fill in the time started and time completed and also sign the time sheet. The time sheet is found at the end of this syllabus. All completed time sheets are to be returned to the veterinary technician program office at the end of the semester (**by Friday, December 11th**). Failure to do so will result in failing this class.

Please remember, the following items are to be completed and turned in by the last day of the semester (12/11/2015):

1. Time sheet completed and signed by the supervising DVM/LVT at each site
2. Radiology badge (you will receive a dosimeter at the beginning of the semester so that you can take radiographs at the facilities when asked to do so).
3. Skills notebook for review (will be returned for the spring semester)

The other assignments – journals and article reviews - are due during the semester as noted – all submissions are via Canvas.

(time sheet on next page)

Truckee Meadows Community College Veterinary Technician Program Student Handbook – 2015 to 2017



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VETERINARY TECHNICIAN PROGRAM COORDINATOR

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VETERINARY TECHNICIAN PROGRAM FACULTY

- Lisa Burnett, DVM
Adjunct Faculty
- Judy Byarlay, DVM
Adjunct Faculty
- Lauren Cumings, LVT
Adjunct Faculty
- Trevor Fitcha, LVT
Adjunct Faculty
- John Hasenau, DVM, DACLAM
Adjunct Faculty

Please see individual course syllabi for contact information for the part time faculty members.

DEAN FOR THE VETERINARY TECHNICIAN PROGRAM

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Dean, Sciences Division
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NON-DISCRIMINATION STATEMENT

"Truckee Meadows Community College does not discriminate on the basis of sex, age, race, color, religion, disability, national origin, or sexual orientation in the programs and activities it operates." All operating policies of the college pertaining to, but not limited to, the instructional programs, student services programs, learning resources services and the employment of all professional, classified and student employees direct such nondiscrimination. For questions or concerns regarding compliance, contact the Director of Human Resources, Sierra Building Library, Room 200, 7000 Dandini Blvd., Reno, NV 89512, (775) 673-7168.

AMERICANS WITH DISABILITIES STATEMENT

Students who feel they may need an accommodation based on the impact of a disability are encouraged to meet privately with their instructors to discuss their specific needs and must contact the Disability Resource Center at 775-673-7277 in the Red Mountain Bldg, Room 114 to establish documentation of a disability and to coordinate reasonable accommodations.

DISCLAIMER

Information in this handbook describes the Veterinary Technician Program policies at the time of printing. However, changes may be made in policies, calendar, curriculum, or costs. Such changes will be announced to the students as soon as they become available. Students enrolled in Veterinary Technician classes must comply with the changes identified.

INTRODUCTION

The material in this handbook supplements the Truckee Meadows Community College catalog and the TMCC Student Handbook. The Veterinary Technician Handbook presents more explicit current requirements and policies for the Veterinary Technician Program for 2015-2017. The TMCC Veterinary Technician Program is accredited by the American Veterinary Medical Association (AVMA) and will follow any changes made by the Committee on Veterinary Technician Education and Activities (CVTEA).

Students are responsible for the information contained in this handbook AS EVIDENCED BY THE SIGNED STATEMENT OF UNDERSTANDING (SEE PAGE 18 of this handbook). The signed statement will be held in the student file in the Veterinary Technician Program office.

PROGRAM MISSION STATEMENT

The mission of the Veterinary Technician Program is to provide the highest quality and most advanced level of education in the field of veterinary technology.

PROGRAM PHILOSOPHY

The faculty of the Veterinary Technician Program at Truckee Meadows Community College believes and accepts the following philosophy:

1. A Licensed Veterinary Technician (LVT) is a critical member of the veterinary health care team.
2. The Veterinary Technician Program allows students to develop skills and knowledge to assist in advancing their careers in veterinary medicine.
3. It is the responsibility of the faculty to recognize the individuality of each student and help develop his/her potential. The faculty also believe that the student is responsible for his/her own learning and that the faculty serves as a facilitator and resource person.

PROGRAM OBJECTIVES

1. To provide each individual student with the basic knowledge leading them to qualify for the State and National Veterinary Technician Exams.
2. To educate students on the responsibilities of a Licensed Veterinary Technician.
3. To develop students who value the field of veterinary medicine and therefore continue to educate themselves through formal and informal programs.
4. To increase the standard of veterinary medicine in our community by increasing the number of Licensed Veterinary Technicians.

PROGRAM OUTCOMES/COMPETENCIES

The Veterinary Technician Program graduate should be able to:

1. Use oral and written medical communication.
2. Demonstrate knowledge of common animal anatomy, physiology, and pathology.
3. Anticipate and provide basic patient care and comfort.
4. Perform all duties and functions of a Licensed Veterinary Technician.

VETERINARY TECHNICIAN PROGRAM CURRICULUM
Class of 2015-2017

SEMESTER I (Fall 2015)		CREDITS
VETT 101	Introduction to Animal Health Technology	4
VETT 105	Veterinary Medical Terminology	1
VETT 110	Comparative Animal Anatomy and Physiology I	4
VETT 125	Veterinary Office Procedures	1
VETT 211	Animal Nutrition	2
SEMESTER II (Spring 2016)		CREDITS
VETT 112	Comparative Animal Anatomy and Physiology II	4
VETT 128	Animal Nursing	4
VETT 203	Clinical and General Pathology	4
VETT 205	Veterinary Diagnostic Imaging	2
SEMESTER III (Fall 2016)		CREDITS
VETT 209	Parasitology	2
VETT 225	Pharmacology and Toxicology	2
VETT 235	Anesthesia, Surgical Nursing, and Dental Procedures	4
VETT 240	Large Animal Medicine	4
VETT 266	Directed Clinical Practices	2
SEMESTER IV (Spring 2017)		CREDITS
VETT 208	Laboratory Animal Science	2
VETT 227	Advanced Animal Nursing	4
VETT 250	Small Animal Critical Care	3
VETT 267	Advanced Clinical Practices	2
Total		51

ASSOCIATE OF APPLIED SCIENCE DEGREE

A student must meet the following general education requirements:

Diversity	(3 Credits)
English/Communications	6 Credits
Human Relations	3 Credits
Quantitative Reasoning	3 Credits
Science	4 Credits
Social Science/Humanities	3 Credits
U.S. and Nevada Constitutions	3 Credits
TOTAL General Education Requirements	22 Credits

The Program Coordinator, with TMCC Administration, reserves the right change the curriculum in accordance with the ever-changing field of veterinary medicine.

COSTS FOR VETERINARY TECHNICIAN PROGRAM – 2015-2017

Listed below are the estimated student costs for the Veterinary Technician Program at TMCC. Some of the costs, such as books, may vary.

1. In-State Tuition\$6,500.00
(Cost includes both years, general education requirements, and general fees)
2. Lab Fees\$500.00
3. Books (estimate)\$2,000.00
4. Veterinary Technician in Training license\$50.00
5. National Exam\$300.00
(This fee is determined by the American Association of Veterinary State Boards)
6. State of Nevada Exam.....\$100.00
(This fee is determined by the State of Nevada Board of Veterinary Medical Examiners)
7. Items to be purchased by students: (costs will vary)
Stethoscope: (cost depends on quality of scope)
Scrubs: 2 pairs of scrubs (Cherokee Hunter green shirts & pants)
Wrist watch with a second hand or other appropriate timing device
Appropriate foot wear for small and large animal labs

**Costs are based on in-state student status and do not include health insurance.
Fees subject to change by the Board of Regents without notice.**

COURSE OBJECTIVES/COMPETENCIES

1. Apply theory and principles of veterinary technology.
2. Plan, organize and fulfill the tasks assigned by the faculty member.
3. Adhere to the Veterinary Technician Code of Ethics.
4. Demonstrate an understanding of verbal and non-verbal communications.
5. Attain minimal technical competency in the skills required for a safe clinical performance.
6. Respond appropriately to instruction and suggestions made by those in authority.
7. Perform duties in a safe and dexterous manner in relation to self and patient.
8. Demonstrate ability to assume responsibility for preparing and completing clinical assignments made by the faculty.
9. Demonstrate coping with stressful situations in a calm and dependable manner.
10. Demonstrate improvement in clinical or laboratory performance within a period designated by the instructor.
11. Demonstrate professionalism for the field of veterinary technology/medicine.
12. Attain a passing grade (75% or higher) in each VETT class as stated in each course syllabus.

ATTENDANCE POLICY

Attendance is essential to succeed in any class or lab. Attendance is mandatory and attendance will be taken every scheduled class period. It may be the students' responsibility to sign the attendance sheet for each class. A student can be dropped from the course if the first day of class is missed. More than one or two unexcused absences in lecture can result in students being dropped from the course with a grade of "F" (depending on class meeting schedule). More than one excused absence from lab can result in the student being dropped from class. Circumstances beyond the student's control are most likely exempt but must be discussed with the instructor. An excused absence must be arranged prior to any absence and stated in writing to be placed in the student's file. The student must arrange with the instructor if they will be allowed to make up the material. In summary, if you are going to be absent from class, please contact the instructor of record prior to your absence.

CLINICAL EDUCATION EXPERIENCES AT OFF-SITE FACILITIES

Clinical instruction is provided in conjunction with classroom theory. This instruction is provided in various locations, such as local veterinary hospitals, Washoe County Regional Animal Services, the Animal Emergency Center, and the University of Nevada-Reno. The student is responsible for assuring that their individual work schedule does not conflict with clinical and classroom commitments. The program will NOT make adjustments to the clinical or lecture schedules to accommodate a student's work or personal schedule. You will be required on occasion to attend lab or lecture in the evening or on the weekend. It is the responsibility of the student to schedule around these events.

Clinical participation consists of the observation, practice and then the performance phase of clinical education. The students should be perfecting and expanding all aspects of their clinical performance. **Second year clinical practice requires a Veterinary Technician in Training (VTIT) certification from the Nevada State Board of Veterinary Medical Examiners.** The application may be obtained from their website (www.nvvetboard.us). Second year students are required to obtain a VTIT prior to the start of the fall semester.

At off-site facilities, the student will:

1. Be prompt, professional, and prepared for clinical experience sessions.
2. Seek help when needed, especially when faced with an issue of personal or patient safety. The off-site facility is NOT responsible for student injury should this occur at their facility.
3. Give appropriate patient/client care as directed.
4. Participate as a team member.
5. Report errors, mistakes, accidents, and omissions promptly.
6. Perform procedures under direct supervision only.

Students are required to present a professional appearance at all times including on-campus classes as well as off-site facilities. Each student must practice good personal hygiene:

Hair is to be worn so it does not interfere with patient care which means clean and contained off the face. Beards and mustaches are to be clean and neatly trimmed.

Jewelry - a watch with a second hand is imperative. Post-earrings (no longer than earlobes) should be worn rather than earrings that can be caught and torn by a patient. Be prepared to remove rings in certain situations. Visible body piercings and jewelry other than earrings are not appropriate in the clinical education facility and should be removed.

Fingernails should be kept neat, clean and short in length. Fingernail polish is not to be worn during certain labs, and artificial nails of any kind are strongly discouraged.

All visible **tattoos** must be covered during any clinical experience.

No open toed **shoes** are to be worn at any time. Socks should be worn at all times.

Odors offensive to patients, clients, peers or faculty are not permitted. This includes body odor as well as cologne or perfumes. No cologne or perfumes are to be worn during clinical labs.

A TMCC student photo **ID** is required for participation at clinical sites and must be worn as part of the appropriate attire for off-site experiences.

Evaluation forms for off-site clinical experience classes will be completed by the off-site supervisor in conjunction with the clinical instructor responsible for the class. A clinical attendance form is to be completed by the student and supervising veterinarian. Clinical time is reported on time cards supplied to the student at the beginning of each semester. It is the student's responsibility to ensure that arrival and departure time are recorded via a time stamp or hand written time on a daily basis with appropriate verification per each clinical site. The student is responsible for submitting the time sheets to the instructor in a timely manner per the class syllabus.

It is the student's responsibility to pay attention to the appropriate policies and regulations for the clinical site's handling of accidents, emergency situations, and fire regulations. If a student is involved in an accident or injury (ex. dog bite) during a lab or offsite experience, they must notify their instructor and supervising veterinarian immediately. Students need health insurance to cover any costs associated with personal injury.

Each student will keep a log during clinical experience of tasks observed and/or performed. Logs will be turned in on a weekly basis or per course syllabus. Each student must assess their own progress and identify voids. They should notify faculty and the offsite supervisor to assist in and correct the void. After a student has successfully completed a competency or class, the student will be required to show continued competency of the task or information on subsequent exams.

RULES OF CONDUCT

Students are expected to adhere to the highest standards of medical ethics when on campus, while at clinical education sites, and in their personal lives. Infractions of medical ethics will be dealt with by the coordinator of the program, faculty and/or the dean, and may be reported to the State of Nevada Board of Veterinary Medical Examiners.

Students must read the rules and regulations governing technicians in training and agree to adhere to all regulations. Violating these regulations can result in your immediate dismissal from the program. Students are also expected to adhere to the Veterinary Technician Code of Ethics.

Examples of infractions include but are not limited to:

1. Diagnosis of a disease.
2. Prescribing medication.
3. Performing a surgical procedure.
4. Performing any medical procedure or treatment that requires supervision without your veterinarian or licensed veterinary technician supervisor.
5. Negligent or careless performance of duties.
6. Failure to apply principles presented in required reading assignments and in lectures to clinical practice.
7. Failure to respect the confidential nature of clinical records and information about patients – this includes altering, removing, copying, or destroying clinical records.
8. Refusal to follow instructions from supervisors or other departmental staff.
9. Theft or deliberate or careless damage to TMCC property or property of a clinical facility.
10. Falsifying or destroying student records (includes time cards, clinical appraisal forms, and clinical competency evaluation forms).
11. Repeated tardiness or absence.
12. Use of intoxicant- No person may bring onto the campus for ingestion any intoxicating beverage, dangerous drug, narcotic, marijuana, glue or thinner, etc. No person may appear on campus or in the clinical setting under the influence of any of the above substances. Students suspected of substance abuse may be dismissed from the clinical site at the discretion of the supervisor or program faculty.
13. Cheating and plagiarism – see TMCC Student Handbook.
14. Failure to assume accountability for individual professional actions and judgments.

NOTIFICATION OF UNSAFE BEHAVIOR POLICY

A notification form for unsafe behavior will be generated if a student does any of the following:

1. Causes actual harm to faculty, self, peer, patient, or off-site facility staff.
2. Places faculty, peer, site staff, or patient in a life-threatening situation.
3. Comes to the classroom or clinical setting under the influence of drugs or alcohol.
4. Falsifies records or breaks patient/clinical site/program/peer confidentiality.
5. Does not follow infection control protocol in clinical/off-site facilities.
6. Performs any other act that in the professional judgment of the faculty is deemed unsafe behavior.

CANCELLED CLASSES/INCLEMENT WEATHER

In the event of faculty illness, a notice will be posted on the classroom door to notify students of a class being cancelled. In addition, staff will make every effort to contact students (especially those living outside the Reno/Sparks area) by telephone. Please make sure your contact information is current with the veterinary technician office.

In the event of inclement weather, the TMCC President may close any of the TMCC campuses. If TMCC closes campuses due to inclement weather, all Redfield Campus classes will be cancelled. **Closure of the College/Redfield campus does not affect scheduled clinical experiences.** Program faculty will assess the weather conditions and notify students IF a clinical experience can be missed due to weather conditions. If a clinical experience is missed, it will need to be made up for.

LAB POLICY/IACUC/PHOTOS

All lab classes are mandatory. Students can be dropped from a course for any unexcused absence from lab. Safety procedures for a lab will be reviewed on the first day of the course. A copy of the safety procedures form signed by the student will be kept in the student's file. Students are expected to report any accidents or problems encountered in lab to the supervising instructor immediately.

No food or drink is allowed in Redfield 117 – regardless of whether this room is being used for lab or lecture. Drinks and food containers can be left outside of the room. Food or drink must be placed in designated areas at off-site facilities. No food, drinks, or cell phone usage is allowed in the general computer lab of the Health Sciences Center (Redfield campus).

The Veterinary Technician Program is guided by an Institutional Animal Care and Use Committee (IACUC). Proper care of the animals encountered by the program is very important. If a student observes inappropriate animal care or use, please speak to an Instructor or the Program Coordinator. If you are uncomfortable speaking with someone from the program, you can contact the following members of the IACUC: Laura Briggs, PhD at 673-7257 (office #) or John Hasenau, DVM, DACLAM at 636-5674 (cell #).

At times, a student may be inclined to take pictures during a class lab or event. To protect students and animals from any misperceptions of others viewing any photos, permission from the Veterinary Technician Program Coordinator is required before any photos with animals and students in the same frame are posted in a public access format (for example Facebook). Appropriate photos may be taken at off-site facilities with permission of the facility supervisor or lab instructor; however, permission must be obtained for their use anywhere other than for personal viewing.

PUNCTUALITY/TARDINESS

The faculty is committed to starting class sessions on time. The student has an obligation to be punctual for scheduled classes, lab sessions, and site visits. Tardiness is inconsiderate, disruptive, and unprofessional. Three late arrivals to lecture or one late arrival to lab can result in an unexcused absence.

BREAKS AND HOLIDAYS

Students do not attend classes during holidays or breaks recognized by the college, such as Thanksgiving or Spring break. Please refer to the college calendar or your class syllabi for dates.

It is the policy of TMCC to be sensitive to the religious obligations of its students. Any student missing class, quizzes, examinations or lab work due to the observance of religious holidays shall, whenever possible, be given the opportunity to make up the missed work. It shall be the responsibility of the student to notify the instructor **in writing**, no later than 10 days prior to the absence of his/her intent to participate in religious holidays which are not recognized on the school calendar.

PROGRESSION IN THE PROGRAM

Student progression in the program is contingent upon earning a grade of "C" (75%) or better in all Veterinary Technician courses. The Veterinary Technician courses must be taken in the order provided to you in this handbook. Students who fail to earn a grade of "C" (75%) or better, in any particular course, will not be allowed to progress to the next semester of the program. The student is eligible for re-admission.

RE-ADMISSION TO THE PROGRAM

Re-admission to the Veterinary Technician Program is limited to one time only. If a student fails in the first semester of the program, they must reapply for the following fall in the standard procedure. Re-admission in other semesters is on a space available basis only and will be considered by the Program Coordinator in consultation with the Dean. In semesters other than fall of first year, a letter requesting re-admission must be submitted to the Program Coordinator the semester before the next available class starts. Students failing more than one semester will not be re-admitted and must re-apply to the program as a new student.

VOLUNTARY WITHDRAWAL

Students who have voluntarily withdrawn from the program due to personal reasons (other than academic) may be re-admitted to the program on a space available basis. To be re-admitted, the student must submit a letter to the Program Coordinator requesting re-admittance for the appropriate semester. The student will receive a written response to the request.

DISMISSAL FROM THE PROGRAM

A student may be dismissed/terminated from the Veterinary Technician Program for reasons of academic failure, unsatisfactory lab/clinical performance, professional misconduct, and/or violating any program or TMCC policy. Unless there is a threat to life, safety, health, or disruption of the program, dismissal is usually done at the end of the semester. If dismissal is initiated prior to the end of the semester, a student may remain in the program until the process is completed depending on the circumstances.

Termination is initiated in writing via registered mail by the Coordinator with a copy to the Dean overseeing the Veterinary Technician Program. The student will not be able to register for or attend further classes in the program once dismissed.

The student has the right to appeal the decision of dismissal from the Veterinary Technician Program for reasons other than grades. Grade appeals follow a different process (see TMCC policy). Students appealing dismissal for misconduct or other violation can begin an appeal process if they choose to do so by writing a letter of appeal and submitting it to the office of the Dean within ten days of receiving the letter of dismissal. After a careful review of the matter including any necessary meetings and consultations, the Dean will decide if the appeal is valid and what steps to take if the student would be allowed re-entry to the program. The decision to the student will be provided in accordance with NSHE policy after the necessary meetings and review. The decision of the Dean will be final and not subject to appeal.

A student can be dismissed/terminated for all of, but not limited to, the following reasons:

1. Academic failure: a grade less than the required passing grade ("C") in the Veterinary Technician Program didactic/lab/clinic/clinical courses.
2. Unsatisfactory lab/clinic/extramural site performance: failure to meet the minimal clinical competencies as defined by the Veterinary Technician Program.
3. Professional misconduct: failure to adhere to professional conduct/program policies as defined by this handbook, the Veterinary Technician Code of Ethics, course syllabi, TMCC policies, and other professional guidelines.
4. Excessive absences - students unable to successfully complete a course will be given a "W" or "F" grade, depending upon the amount of content/clinical/laboratory experience missed.
5. Inability to meet any of the Course Objectives (see page 6 of this handbook).
6. The health status of the student may be considered as a basis for termination in the program when it involves: frequent absences due to illness when the absences affect clinical and theory performance, and/or when the absences result in a lack of prerequisite content; problems which hinder student's performance in clinical situations; or long-term injury or illness that limits required clinical attendance. The faculty reserves the right to request a doctor's statement regarding satisfactory health status following repeated or long-term illnesses/ injury prior to a student's return to class.

EVALUATION SYSTEM/GRADING SYSTEM

Grading will be based on the total number of points achieved by the student converted to a percentage scale. The final grade will be a letter grade. There will be NO curves or grading based on grouping or student rank. The lecture grade may be based on tests, quizzes, assignments, classroom participation, and laboratory participation. Details are stated in each course syllabus.

All papers must be typed and follow term paper format. Papers will be graded on the basis of content, appearance, spelling, and sentence structure. Late assignments will not be accepted. Details are stated in each course syllabus.

Assignments are the student's responsibility. Read each carefully. Students having difficulty with the courses should first contact the faculty member instructing in the course. If a resolution is not found, please contact the Program Coordinator for assistance.

Conversion to a letter grade is based on a scale of 100%. All Veterinary Technician Program courses use the following scale. Refer to the specific syllabus for the selected grade conversion method.

A = 93-100%	A- = 90-92	B+ = 87-89
B = 83-86%	B- = 80-82	C+ = 77-79
C = 75-76%	C- = 70-74	D+ = 67-69
D = 63-66%	D- = 60-62	F <60%

A "W" grade shall indicate only that the student did not complete a course. A "W" grade may only be given when a student withdraws from a class by the published cut-off date. A "W" grade shall not be given to a student who attends the class but fails to meet course requirements; in that case, the grade earned (A-F) shall be given. Always check the academic calendar for withdrawal dates in each semester.

To reiterate, to maintain a place in the Vet Tech Program, you must pass a course with a 75% or better.

Academic Dishonesty will not be tolerated. See the TMCC Student Handbook on rules and regulations concerning this matter.

CLINICAL EQUIPMENT USE

Students may be given the opportunity on occasion to remove clinical equipment and supplies for practicing skills. There will be a check-out/check-in list for students to initial. Students who fail to return equipment or supplies to the instructor of record will be charged for the equipment and supplies (costs will be based on replacement value). The students' grades and progress in the program can be held until payment is received or the equipment is returned.

CELLULAR TELEPHONES AND OTHER DEVICES

Cellular phones or any type of electronic communication or musical device are not acceptable in the classroom or clinical setting. All devices are to be turned off during any instructional time. Recording of lectures (audio or video) requires the permission of the individual instructor. Use of laptop computers in class requires the permission of the instructor of the course. Cameras of any type are not to be used in class or lab without approval of an instructor or supervisor.

RADIATION MONITORING DEVICE

Students cannot participate in any clinical experience or energized laboratory experience without the radiation monitoring device on their person. The student will be issued a radiation monitoring device (film badge) for use in the clinical educational setting. If a student loses or damages their film badge, this must be reported to the Program Coordinator as soon as the loss or damage is discovered. The radiation badge will be replaced at the student's expense. Badges need to be returned at the end of the semester per the course syllabus.

HEALTH INSURANCE/STUDENT INJURY

All students must show proof of medical insurance (bring a copy of an insurance card or policy for the student file) by the first week of each semester. Students must maintain health coverage for the entire time they are in the Veterinary Technician Program. Proof of medical insurance can be requested for the student's file at any time. If a student is bitten or injured while in class or in lab either on campus or off-site, the cost for medical care is the responsibility of the student. Neither the school nor off-site facilities provide insurance for students.

If a student is injured in any class or lab on campus or at an off-site facility, the student must notify their instructor and/or supervising veterinarian immediately. A student injury form must be completed by the student after the incident and returned to the Program Coordinator so the incident is documented in the student's file. Please see the form on page 20 at the end of this handbook.

IMMUNIZATION REQUIREMENTS

Students in the Veterinary Technician Program are required to be current for Measles, Mumps, and Rubella vaccine and Tetanus and Diphtheria vaccine. Proof of immunization must be presented to the Program Coordinator prior to or on the first day of class. Students are encouraged but not required to be vaccinated for Rabies. Students must understand the implications of coming in contact with an animal infected with this deadly virus.

Measles, Mumps, and Rubella

Alternative to MMR:

1. Persons born prior to 1957 are exempt.
2. A note signed by a licensed physician noting the date you had measles or mumps.
3. A note signed by a licensed physician providing laboratory evidence of immunity to measles, mumps and rubella.

Tetanus and Diphtheria - 1 dose within the last 10 years.

Alternative:

1. A note signed by a licensed physician noting the date you had tetanus and diphtheria.
2. A note signed by a licensed physician providing laboratory evidence of immunity to tetanus and diphtheria.

*** There are two additional exemptions to the vaccine requirement:**

Medical - This exemption requires a licensed physician to provide a signed statement that a medical condition precludes the student's ability to comply with this regulation.

Religious - This exemption requires a statement for the student that the required vaccines are contrary to his/her religious beliefs.

Rabies Vaccination:

Please fill out the form in the appendix section (page 24) of this handbook stating that you are either vaccinated for rabies virus (or have started the series) or decline vaccination.

PREGNANCY POLICY

Student disclosure to a confirmed pregnancy is strongly recommended. Students are encouraged to inform the Program Coordinator when they know of a pregnancy so that the appropriate considerations can be made. The pregnancy notification must be in writing. There are many biological and radiological dangers as well as physical demands in this program. Students wishing to continue in the program must consent in writing, in addition to having a written consent from their physician. Every effort will be made to assist the student if she wishes to continue. Alternatively, if a pregnant student wishes to take a leave of absence, a place in the next class will be made available. Please see the forms at the end of this handbook (complete both forms).

TRANSPORTATION

Students are responsible for transportation to and from school and clinical facilities. Some clinical facilities may require as much as sixty (60) minutes or more of traveling time from campus. Many of the students have been able to meet their transportation needs by making arrangements with other students in the class to carpool. Absence from class, lab, or a clinical experience is not acceptable due to lack of transportation.

CHANGE OF NAME, ADDRESS, TELEPHONE NUMBER, OR E-MAIL

Any change of name, address, telephone number (home or cell), or e-mail address should be reported to the Program Coordinator and the Admissions and Records Office in a timely fashion.

CHILDREN AND PETS

Children and pets will not be allowed to attend classes, clinical experiences, conferences, or workshops. Check with the TMCC E. L. Cord Childcare Center for availability of childcare services. Service animals are an exception. On occasion, pets will be invited to class to participate in a lab exercise. The instructor for the class will discuss with each student the conditions for the pet coming to campus. If a pet comes to campus for a specific class, arrangements must be made for the pet to attend that particular class only. If this is not possible, it is the student's responsibility to make all instructors aware of the presence of the pet prior to each class.

FORMS for the Veterinary Technician Program – see remaining pages

**TRUCKEE MEADOWS COMMUNITY COLLEGE
Veterinary Technician Program Handbook 2015-2017**

STATEMENT OF UNDERSTANDING

I Have:

() Read the Veterinary Technician Program Handbook.

() Had an opportunity to seek clarification regarding the Veterinary Technician Program Handbook if necessary.

() An understanding of the Program Handbook and agree to abide by the policies contained within.

Student Signature

Date

Print Name

Address

City

State

Zip

Home Phone _____

Work Phone _____

E-mail address _____

Please complete this form on or before Monday, August 24, 2015; return the additional form given to you or detach this page from this handbook and bring to the Veterinary Technician Program Office, Truckee Meadows Community College, Health Sciences Center at Redfield, Room 101. Thank you.

**TRUCKEE MEADOWS COMMUNITY COLLEGE
VETERINARY TECHNICIAN PROGRAM**

NOTIFICATION FORM FOR UNSAFE BEHAVIOR

Student:

Instructor:

Date:

Location:

Instructor's description of unsafe behavior:

Student's description of behavior:

Status of patient, self, peer, other if appropriate:

Plan for remediation and date of completion if appropriate:

Consequence(s) to student:

Instructor Signature/Date

Student Signature/Date

**TRUCKEE MEADOWS COMMUNITY COLLEGE
VETERINARY TECHNICIAN PROGRAM**

NOTICE OF STUDENT INJURY

STUDENT TO COMPLETE:

NAME: _____

LOCATION OF ACCIDENT: _____

INSTRUCTOR: _____

DATE AND TIME OF ACCIDENT: _____

DATE AND TIME REPORTED TO INSTRUCTOR: _____

DESCRIPTION OF HOW AND WHERE THE ACCIDENT HAPPENED:

TYPE OF INJURY: _____

WERE YOU TREATED AND IF YES WHERE? _____

STUDENT SIGNATURE: _____ Date: _____

INSTRUCTOR COMMENTS: _____

INSTRUCTOR SIGNATURE: _____ Date: _____

**TRUCKEE MEADOWS COMMUNITY COLLEGE
VETERINARY TECHNICIAN PROGRAM**

OFFICIAL REPRIMAND

Student's Name _____ Interview Date _____

NOTICE OF UNSATISFACTORY PERFORMANCE IS ISSUED FOR THE FOLLOWING REASONS:

Skills	Appearance	Professional Growth
Attitude	Dependability	Other
Patient Care	Departmental Procedure	

FACTUAL EXPLANATION OF THE ABOVE:

INSTRUCTOR SIGNATURE:

_____ Date _____

STUDENT COMMENTS:

STUDENT SIGNATURE:

_____ Date _____

ACTION TAKEN:

**TRUCKEE MEADOWS COMMUNITY COLLEGE
VETERINARY TECHNICIAN PROGRAM**

PHYSICIAN CHECKLIST FOR PREGNANCY

My Physician has discussed the following with me concerning potential risks to myself and the fetus:

1. Exposure to anesthetic gases.
2. Exposure to teratogens including cytotoxic compounds, chemicals agents, sterilizing agents, cleaning agents, preserving agents, and fixing agents.
3. Exposure to hormones (e.g., prostaglandins, progesterones).
4. Exposure to ionizing radiation and other sources of radioactive material.
5. Exposure to zoonotic diseases including but not limited to leptospirosis, salmonellosis, toxoplasmosis, brucellosis, cat scratch diseases, psittacosis, rabies, tuberculosis.
6. Traumatic injuries including but not limited to bites, kicks, scratches, possible exposure to electrical hazard exposure from equipment.
7. Stresses on the body due to the physical nature of the work performed in veterinary medicine.

I have discussed with my physician that I understand as a Veterinary Technician Student I have inherent risks in my profession; and I accept the responsibility and will take precautions necessary to decrease my risk and exposure as I complete my education in the Veterinary Technician Program.

Student Signature

Date

Physician's name: (Print) _____

(Signature) _____ Date: _____

Address

City State Zip

**TRUCKEE MEADOWS COMMUNITY COLLEGE
VETERINARY TECHNICIAN PROGRAM**

STUDENT HEALTH FORM FOR PREGNANCY

I certify that the risks associated with my pregnancy as they relate to the Veterinary Technician Program have been explained to me by my physician and I understand these risks. I will not hold Truckee Meadows Community College or the Veterinary Technician Program responsible should any complications to my pregnancy occur.

Student Name (Printed): _____

Signature: _____

Date: _____

**TRUCKEE MEADOWS COMMUNITY COLLEGE
VETERINARY TECHNICIAN PROGRAM**

RABIES VACCINE INFORMATION/WAIVER

All students must either be vaccinated for rabies or sign a waiver declining to be immunized. If vaccination is selected, the first dose must be given prior to the student beginning any live animal labs in the Veterinary Technician Program. Documentation of subsequent doses must be provided as they are completed.

VACCINATE

Name: _____

	Dose #1	Dose #2	Dose #3
Date administered:	_____	_____	_____

Administered by:

Signature (1 st dose only)	Title	Date
_____	_____	_____

DECLINE VACCINE

I understand that due to animal bites, I may be at risk of acquiring rabies. I understand that an animal, which is rabid, may not show typical signs of rabies infection but can still spread the virus to me if I am bitten. I further understand that animals used in the program are from local animal shelters, and these animals have an unknown vaccination history and may be at an increased risk of being infected with the rabies virus. I also understand that it is recommended that I take the rabies vaccination series. However, I have chosen not to be vaccinated at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring rabies, a fatal disease.

Name: _____
(Please print)

Signature: _____ Date: _____

Witness: _____
(Please print)

Signature: _____ Date: _____